Meeting Minutes for 10/29/14

Professors in attendance: Dr. Harvey, Dr. Frank

* Reimbursement
  + be sure to talk to Ms. Donna for further instructions
  + reimbursed to the name on each receipt
  + do big chunks at a time
    - tape all receipts to to a piece of paper-all members have 1 page
  + have treasurer keep a list of all receipts
* Etch-A-Sketch arm being developed and worked on
* New SoutheastCon rules not very specific about how to construct track
* Be aware of branch line following
* Document All Tests Done
  + even small tests done
  + test early and test often to rule out non-effective solutions
  + make a test plan and an integration plan
* Milestone #3
  + more technical than milestone 2
  + used to update others on progress
  + more in depth risk analysis
  + look at guidelines
  + have more detailed block diagrams
  + have “real” wiring diagram
  + code snippets are good
    - main outline/flowchart of code is a nice touch
    - meadable on presentation
  + models from Pro-E are also good to include
* Presentation
  + 5 min per person
  + 45 min max
  + Practice the presentation a few times